ISmart Direct Admit

An ISmart Direct Admit is usually for Residential or Halfway House clients who are being transferred to ASAC from another substance abuse facility. These clients have been referred to us with a current ASAM that meets ASAC's Residential and Halfway House criteria.

It is possible to do an ISmart Direct Admit on an Outpatient client, when in question please see your Director or Supervisor.

Another reason to use the Direct Admit is when a client accidentally has a Discharge module entered in to the ISmart system. If this does happen please post a Misc. Note into both cases explaining that one case is a continuation of the next. (Meaning that the only reason why there are two cases is because ISmart does not allow you to delete your discharge so you had to create another case/episode.)

Here is how you enter a Direct Admit into ISmart.

1. Client Search Screen – Search for client by using wildcard name search.
   (For more information on performing a Client Search, please see section A.3 – Client Search.)
   a. Client exists in ISmart: then go to Episode List and make sure that there is NOT a current open ISmart file or that the last case is an assessment with in the last 90 days.
      -If neither of these is true then go back to the Client Profile and update all info entered into that module. (Left hand menu bar, click on Client Profile. Skip to #2.)
      -If either of these is true then you need to speak with someone in Data or your supervisor for further assistance.
   b. Client does not exist in ISmart: then click on the Add Client hyperlink, this takes you to the first screen of the Client Profile.

2. Client Profile –
   (For more information on the Client Profile, please see Appendix B.)
   a. *Client Profile screen*-enter info.
   Next
   b. *Alternative Names screen*-enter info (if applicable.)
   Next
   c. *Additional Information screen* - enter info.
   Next
   d. *Contact Info screen*-enter phone info.
   Click on Add Address – enter info.
   Finish
   Next
   e. *Collateral Contacts screen*-
   Click on Add Contact
   Save
   Add Contact again (if appropriate.)
   Finish

3. Left Hand menu click on Episode List

4. Click on Start New Episode

5. Intake Screen- enter info
   (For more information on the Intake Screen, please see Appendix B.)
   Finish

6. Left Hand menu click on Admission

(For more information on the Admission module, please see Appendix B.)

a. *Profile screen* – enter info.

Next

b. *Financial Info screen* – enter all boxes.

Next

c. *Youth Admission screen* – you may just skip this screen.

Next

d. *Substance Abuse screen* – enter all boxes.

Next

e. *Legal History screen* – enter in all boxes.

Next

f. *ASAM screen* – enter all boxes. (For more information on the ASAM, please see Appendix A.)

Save

g. Left hand menu bar, click on *Diagnosis*. Make sure this screen has at least one diagnosis entered. (For more information on Diagnosis, please see Appendix A.)

Save

h. Left hand menu bar, click on *Treatment Team*.

i. Click on the <u>Add Team Member</u> hyperlink – enter info. (For more information on Treatment Team, please see Appendix B.)

Save

7. Left Hand menu bar, click on Program Enroll

(For more information on the Program Enrollment, please see Appendix B.)

Click on <u>Add Enrollment</u> – enter info

Finish

8. Left Hand menu bar, click on Notes

Depending on the type of admission you just entered would decide on what type of Note you would enter. Residential notes are entered differently then Outpatient Notes. For more information on which Note type to enter, please see Section F.

a. Click on <u>Add New Billable Note</u> (if applicable.)

b. *Profile screen* – enter info

Next

c. *Encounter Note screen* – enter note.

Next

d. *Services screen* – enter info

Finish

9. Left Hand menu bar, click on Notes

Click on <u>Add New Misc. Notes Record</u>

(For more information on Miscellaneous Notes see section F.)

a. Enter in the Admit Info note and also the Permission for Follow-Up Note.

(For more information on the Admit Info and Permission for follow up Note see section F.)

Finish

10. Left hand menu bar, click on Activity List.

All the entries listed on the Activity List need to have a Status of Completed. If one entry does not then click on the <u>Details</u> hyperlink next to the module that is In Progress. A box opens up with the items that need to be entered. Go back to the module and see that all those boxes are filled in. This is a Federal requirement to have all of the yellow boxes in ISmart filled in. If you cannot get all the yellow boxes entered (due to assessment not being completed, etc.) then contact the Data Department for further instructions.